

President Reichart convened the public meeting of Hanover Borough Council on Wednesday, May 26, 2021 at 7:00 PM in the Hanover Borough Council Chamber, 44 Frederick Street, Hanover, PA, as advertised. The meeting was conducted in person and via Zoom Webinar with video presentation.

### **PRELIMINARY MATTERS & OFFICERS' REPORTS**

President Reichart called the regular business of the meeting to order and asked all those in attendance to recite the Pledge of Allegiance followed by a moment of silence.

Mr. Roland asked all to recognize former Manager Bruce Rebert's recent passing.

On roll call the following answered as present: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Lockard, Mr. Reichart, Mr. Roland and Dr. Rupp; Mayor Whitman; Solicitor Shultis; Manager Dunford; and Secretary Felix. Council Members Mr. Kress and Ms. Pranses were not in attendance.

Certificate of Appreciation - Mayor Whitman presented a Certificate of Appreciation to Brian L. Forbes, on behalf of his over 43 years of service to the Borough, and congratulated him on his retirement, effective June 1, 2021:

"Brian's career began with the Borough of Hanover in October 1977 as a Sanitation Engineer / "Garbage Man." He did that for 2 years before moving up to the Street Crew and was the roller operator on the first blacktop crew, when the first paver was purchased by the Borough. He remained in that position for about 6 months, and was promoted to the "shop" as a serviceman for the vehicles. Here he learned to weld, and became a metal fabricator, and became familiar with all of the ins and outs of the Borough's equipment and vehicle operation.

When his father, Ray Forbes, the Fleet Superintendent at the time, needed time off for a heart issue, Brian was promoted by Manager Bruce Rebert to Assistant Supervisor to take care of business while his father was on medical leave.

Brian and his wife Candy gave birth to twins in 1994, and shortly thereafter Ray retired, and Brian was promoted to Fleet Superintendent. Ray thought Brian could use a pay raise, especially after the twins arrived.

Brian remained in his position as Fleet Superintendent for 26 ½ years, serving the Borough well until his retirement date which will officially take place as of June 1, 2021."

Council Members congratulated Mr. Forbes on his retirement, and his many dedicated years of service to the Borough, and wished him well in all future endeavors.

Mr. Forbes thanked Council for the recognition, noting his employees are knowledgeable, well trained and equipped to handle the department, and he looks forward to his retirement.

Public Comment – None was presented.

### **Consent Agenda**

It was moved by Mr. Chesney, seconded by Mrs. Funk to approve the following items on the Consent Agenda:

- Approve the minutes of the Council Meeting of April 28, 2021 & May 6, 2021 Public Hearing
- Finance
  - Approve Bills for Payment
  - Accept Monthly Financial Statement
  - Accept Monthly Investment Report
- Approve the 2021 billing rate schedule from Gannett Fleming for the purposes of review efforts on water, sewer and land development projects.
- Authorize the approval and adoption of the Source Water Protection Plan.
- Water Dept. Materials & Supplies Bid
  - Reject low bidder, Exeter Supply, Reading PA, for Ductile Iron Fittings due to inability to supply items as per specifications.
  - Award Contract to Second Low Bidder, Ferguson Waterworks in the amount of \$39,599.75



## **PRELIMINARY MATTERS & OFFICERS' REPORTS**

### **Consent Agenda**

- **Approve Special Event Permit Applications:**
  - YWCA Juneteenth at Wirt Park – June 19<sup>th</sup>
  - Main Street Hanover – downtown – June 5<sup>th</sup>, July 17<sup>th</sup> & Sept. 4<sup>th</sup>
  - Covenant Life Ministries Worship Service Wirt Park – May 29<sup>th</sup>
  - Annual Jaycees Halloween Parade – October 28<sup>th</sup>

Motion carried.

## **REPORTS OF THE STANDING COMMITTEES**

### **Council Workshop/Finance & Personnel Committee – Dr. Rupp**

It was moved by Dr. Rupp, seconded by Mrs. Funk to adopt a directive to Borough Personnel on the preparation of the 2022 budget that set an initial baseline as follows:

- a. Includes no new positions, defined as positions not included in 2021 budget.
- b. Includes no positions that have been vacant for the entire period beginning January 1, 2021.
- c. Maintains non-personnel line items at the 2021 budgeted spending levels. (Excludes capital items)
- d. Provides a separate capital budget that includes only essential needs for operations in 2022.
- e. Provides a separate document in the form requested by the Borough Manager that justifies any requests for other essential operating and capital expenses that fall outside of the above parameters.

Motion carried.

It was moved by Dr. Rupp, seconded by Mr. Roland to approve a professional evaluation of personnel levels and scheduling in general fund departments including codes, public works, police and fire departments, conducted by independent specialists in each discipline and funded 50% by a strategic management plan grant. Motion carried.

It was moved by Dr. Rupp, seconded by Mr. Chesney to fill the upcoming vacancy of Fleet Supervisor at the Public Works Maintenance Garage at a base rate of \$69,000 per year and backfilling the department by hiring an Automotive Mechanic I, at paygrade 8 with an hourly rate of \$27.83 per hour, as set by the Agreement between the Borough of Hanover and American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME – Blue). Motion carried.

It was moved by Dr. Rupp, seconded by Mr. Hoover to fill a full-time a Probationary Laborer position in the Water Distribution caused by the recent resignation of a Skilled-Laborer within the department. Motion carried.

It was moved by Dr. Rupp, seconded by Mr. Roland to approve a contract with the YMCA in an amount not to exceed \$10,000 to develop and supervise the Borough's Summer Playground program and with the YWCA in an amount not to exceed \$1,500 for summer enrichment programs such as art, music, and puppetry. Motion carried.

It was moved by Dr. Rupp, seconded by Mrs. Funk to approve an amendment to the salary and wage resolution establishing the rate of \$10 - \$12.50 per hour for Playground Counselors, depending on experience and level of responsibility. Motion carried.

It was moved by Dr. Rupp, seconded by Mr. Hoover to award the contract for a Comprehensive Recreation, Park and Open Space Plan to Toole Recreation Planning and JMT of York for \$80,000 with 50% of the funds (\$40,000) being provided by the PA DCNR (Pennsylvania Department of Conservation and Natural Resources). Motion carried.

It was moved by Dr. Rupp, seconded by Mrs. Funk to approve capital budget purchases for the following vehicle replacements (*orders to be placed in 2021, but delivery and capital outlay expenditures may occur in 2022*):



## **REPORTS OF THE STANDING COMMITTEES**

### **Council Workshop/Finance & Personnel Committee – Dr. Rupp**

#### **a. Water Department**

- 1 F-150 pick-up truck \$28,977.35 on state contract/Costars for Filtration Plant replacing 2009 Ford Ranger.
- 1 F-250 pick-up truck \$38,741.31 on state contract/Costars for Dams / Distribution replacing 2011 Silverado.

#### **b. Public Works Department**

- 1 F-250 truck with plow to \$38,741.31 on state contract/Costars replacing 2009 GMC Sierra
- 1 F-250 truck with plow to \$38, 741.31 on state contract/Costars replacing 2002 Ford F-250
- 1 Zero Turn mower budgeted at \$15,000 replacing 2000 Ferris Pro-Cut

Mr. Roland asked for confirmation that the zero turn mower has a roll bar, and Public Works Director Grimm confirmed same.

Motion carried.

### **Planning Commission – Mr. Hegberg**

It was moved by Mr. Hegberg, seconded by Mr. Chesney to advertise the proposed new zoning ordinance for formal adoption at the meeting of Hanover Borough Council on June 23, 2021.

Solicitor Shultis recommended changing the date for formal adoption of the ordinance to June 16, 2021 at the Council Workshop meeting.

It was moved by Mr. Hegberg, seconded by Mr. Roland to amend the motion to advertise the proposed new zoning ordinance for formal adoption at the meeting of Hanover Borough Council Workshop on June 23, 2021 to the new date of June 16, 2021. Motion carried.

It was moved by Mr. Hegberg, seconded by Mr. Roland to approve Resolution No. 1326 for conditional approval of the Subdivision / Land Development Plan for 446 Eisenhower Drive. Motion carried.

It was moved by Mr. Hegtberg, seconded by Mr. Roland to approve the extension of the following Community Development Block Grants until December 31, 2021:

- a. Good Field Complex #45522304
- b. West Hanover Street Park #45532383

Motion carried.

### **Water & Sewer Committee – Mr. Reichart**

It was moved by Mr. Reichart, seconded by Mr. Lockard to approve a contract for replacement of Wastewater Treatment Plant Roofing for electrical and sludge buildings in the amount of \$14,500 with Daniel F. Smith Roofing. Motion carried.

It was moved by Mr. Reichart, seconded by Mrs. Funk to approve the addition of four (4) segments of water main replacement (York Street, Penn Street and two alleys) and the replacement of various fire hydrants along project areas, in conjunction with 2021 Water System Improvements, with funding both from budget savings in Broadway lining project and as previously programmed in the water system budget. Motion carried.

### **Economic Development Committee – Mr. Hoover**

It was moved by Mr. Hoover, seconded by Dr. Rupp to approve the following candidates to serve on the Board of Directors of the Hanover Economic Development Corporation, with the fifth position being left open for now:

- a. Mindy Crawford
- b. Oliver Hoar
- c. John P. Lunn
- d. Paige Schlanger

Dr. Rupp wanted to make sure proper notifications will be sent to both those that were selected, as well as those were not successful, thanking all who came forward, and encouraging them to remain involved in the community.



## **REPORTS OF THE STANDING COMMITTEES**

### **Economic Development Committee – Mr. Hoover**

Mr. Hegberg asked when elections of officers would take place and preliminary matters.

Solicitor Shultis stated there will be an organizational meeting for election of officers, adoption of by-laws and other necessary items.

Motion carried.

### **Governance & Policy Committee – Mr. Lockard**

It was moved by Mr. Lockard, seconded by Mrs. Funk to approve the Social Media Policy for Public Officials and Appointees to Other Public Bodies. Motion carried.

It was moved by Mr. Lockard, seconded by Mrs. Funk to approve the Vehicle Policy for Non-Uniformed Personnel. Motion carried.

It was moved by Mr. Lockard, seconded by Mrs. Funk to approve the Disciplinary Policy for Non-Civil Service Employees. Motion carried.

### **Public Safety Committee – Mr. Roland**

It was moved by Mr. Roland, seconded by Dr. Rupp to approve Ordinance No. 2312 to restrict parking in the Charles Street/Potomac Avenue area near the UPMC Hanover Hospital, with all signage funded by UPMC Hanover. On roll call, the following voted in favor of the motion: Mr. Chesney, Mrs. Funk, Mr. Hegberg, Mr. Hoover, Mr. Lockard, Mr. Reichart, Mr. Roland and Dr. Rupp. The motion passed with 8 voting in favor of the motion, and no one voting in opposition to the motion. Motion carried.

### **MAYOR'S REPORT** – Mayor Whitman reported the following:

- April 13th: Attended Block Captains meeting led by Chief Martin. It is a quarterly meeting attended by citizens who are the Block Captains for their neighborhood who keep an eye out and report concerning activity in their areas. Chief Martin also informs them of things to be aware of to inform their neighbors. For example we were told about several phone scams currently happening in our area.
- April 15th: We welcomed ModWash to the Hanover Community. They are located on Eisenhower Drive. They provide a premier car wash experience that include free vacuums and even a car mat washing machine. ModWash believes in developing their employees and promoting from within. Their Mod Drop symbol represents their belief in creating a positive ripple effect with each act of kindness to influence others and our community. Many community leaders attended the grand opening ceremonies along with ModWash founder Karen Hutton.
- April 20th: I presented a proclamation at the YWCA for National Crime Victims' Rights Week which was April 18th through the 24th. The proclamation was made to bring awareness to the strides that have been made for victims' rights and in appreciation for the community members, service providers and criminal justice professionals who are committed to improving our response to all victims of crime so they may find assistance, support, justice and peace.
- April 21st: I attended the Exchange Club meeting for the Healing Fields event to be held in September. A lot of organization and volunteer hours are involved to hold this spectacular event.

## **OTHER MATTERS**

### **Communications**

- Dr. Rupp noted that former manager Bruce Rebert's Memorial Service will be held at the Gitt Memorial Library on Broadway on Thursday, June 10<sup>th</sup> at 11:00 AM. A donation should be made in lieu of flowers from Hanover Borough Council, such as books for the library, or other appropriate donation since he was very active in the library. Staff will explore and notify Council members of same.
- Dr. Rupp stated she recently toured the Hanover Water Filtration Plant; she recommended that other Council Members do the same; the Water Filtration Plant Supervisor, Mike Harman gave a very informative tour of the plant.



## **OTHER MATTERS**

### **New Business**

- Conditional Use Hearing – Solicitor Shultis gave background on a recent request for a conditional use hearing, as permitted under the new zoning ordinance which was received 5/10/21, well prior to enactment of the new ordinance. Under the new zoning ordinance, the hearing must be held within 60 days of the application, or it is deemed approved. Mr. Shultis noted that conditional use hearings are to be heard by Hanover Borough Council, so it is important for Council to respond to Mr. Mains' email as to a date that would be convenient (week of 6/28), so the hearing can be advertised.


**Public Comment** – none was presented.

## **ADJOURNMENT**

President Reichart thanked all for their cooperation and attendance this evening.

It was moved by Mr. Roland, seconded by Mr. Hegberg to adjourn the meeting at 7:28 PM. Motion carried.

Respectfully submitted,

  
Dorothy C. Felix  
Borough Secretary

NO. 2312  
AN ORDINANCE

AN ORDINANCE AMENDING ORDINANCE NO. 685  
ENTITLED, "AN ORDINANCE REGULATING TRAFFIC IN  
AND CERTAIN USES OF THE HIGHWAYS OF THE  
BOROUGH OF HANOVER, AS SET FORTH IN CHAPTER 346  
OF THE CODE OF ORDINANCES OF THE BOROUGH OF  
HANOVER."

BE IT ENACTED AND ORDAINED by the Council of the Borough of Hanover, York County, Pennsylvania, and it is hereby enacted and ordained by the authority of the same as follows:

**SECTION 1:** That Ordinance No. 685 entitled "An Ordinance Regulating Traffic In and Certain Uses of the Highways of The Borough of Hanover" is hereby amended.


**SECTION 2:** That Section 346-1, Paragraph C of the Code of Ordinances of the Borough of Hanover entitled "*Streets and Alleys in which Parking is Restricted. Parking is restricted in the following streets and alleys in the manner hereinafter provides*" is amended with the addition of the following designated no parking areas:


- On the East side of Charles St extending 90' North from the intersection of Highland Ave
- On the West side of Charles St extending 45' South from the South driveway cut of 221 Potomac Ave
- On the North side of Potomac Ave extending 80' West from the intersection of Charles St
- On the South side of Potomac Ave extending 70' West from the intersection of Charles St

ENACTED AND ORDAINED this 26<sup>th</sup> day of May, 2021.

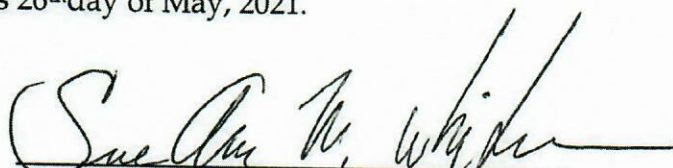
ATTEST:

BOROUGH COUNCIL OF THE  
BOROUGH OF HANOVER

  
Secretary

  
By: \_\_\_\_\_  
Council President

APPROVED this 26<sup>th</sup> day of May, 2021.

  
Mayor

